Program Notice

GIPSA PN-04-08   02/20/04

SENSITIVE BUT UNCLASSIFIED (SBU) INFORMATION PROTECTION

1.   PURPOSE

This program notice establishes the Grain Inspection, Packers and Stockyards Administration (GIPSA) policies and procedures for the handling of Sensitive but Unclassified (SBU) information.

2.   EFFECTIVE DATE

This action is effective upon receipt.

3.   BACKGROUND

The United States Department of Agriculture (USDA) houses and processes all types of sensitive data, including information relating to the privacy of US citizens, payroll and financial transactions, proprietary information and life/mission critical data. It is essential that this information be properly handled, stored and protected from the risk and magnitude of loss or harm that could result from inadvertent or deliberate disclosure, alteration or destruction. USDA corporate networks are especially at risk because sensitive information is relayed across telecommunications service provider networks where the information can be easily intercepted en route.

To address this issue, the USDA, Office of Cyber Security, issued Departmental Manual (DM) 3500 which established Departmental policy and procedures for the handling of SBU information. (Copies of DM 3500 may be found at: http://www.ocionet.usda.gov/ocio/cyber_sec/docs/cs_023_manual_sbu_info-chp10pt2-22603.doc). Additionally, the Department has required all USDA agencies to develop Agency-specific SBU information protection policies.

4.   POLICY

a.   The GIPSA Information Systems Security Program (ISSPM) will identify and provide adequate security protection for all GIPSA-generated or controlled Sensitive But Unclassified (SBU)/Sensitive Security Information (SSI) in accordance with "DM 3500, Chapter 10, Part 2 Sensitive but Unclassified (SBU) Information Protection."

b.   GIPSA-generated or controlled SBU/SSI information will be encrypted when electronically transmitted in accordance with Departmental (see DM 3500) and GIPSA guidance concerning approved encryption standards and digital signatures to prevent disclosure of sensitive information to internal and external users.

c.   GIPSA ISSPM will provide a report to USDA, Office of Cyber Security, annually that identifies all GIPSA SBU/SSI systems/information.

5.   QUESTIONS

Direct questions to the GIPSA Information Systems Security Program at (202) 720-1741.

/s/ Donna Reifschneider

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